



DEPARTMENT OF THE AIR FORCE
HEADQUARTERS UNITED STATES AIR FORCE
WASHINGTON, D.C.

MEMORANDUM FOR ALMAJCOM/A1S


SEP 20 2007

FROM: HQ USAF/A1S
201 12th Street South, Suite 413
Arlington, VA 22202-4306

SUBJECT: Resizing Retiree Honor Guard Funeral Details

Effective 1 November 2007, the Air Force will reduce the retiree detail from a 10-person detail to a 7-person detail. We assessed funeral details in all categories and determined those for retirees can be reduced to a 7-person detail to provide manning relief, while still providing all elements (*pall bearers, flag fold, flag presentation, firing party, and taps*) of the 10-person detail. This adjustment will provide a 30 percent manpower relief for retiree funeral details, and 21 percent manning relief for overall funeral details. Bases currently operating under waivers as allowed by AFI 34-242 to provide less than a 10-person team for retiree honors are rescinded by this new policy.

MAJCOMs should ensure their installations' honor guards are trained in the coming weeks to begin providing the 7-person detail at retiree funerals. A video detailing how to conduct the funeral honors with 7 personnel will be sent to your installations. In addition, the video can be found at either the Air Force Honor Guard website, <http://www.honorguard.af.mil/basehonorguards/>, listed under "Ceremonies and Protocol Training Aids" or at our Agency's community of practice, <https://afkm.wpafb.af.mil/ASPs/DocMan/DOCMain.asp?FolderID=OO-DP-AE-12-35-17&Tab=0&Filter=OO-DP-AE-12>. If you have any questions or concerns please contact my POC, Major Matthew Orłowsky, by email at matthew.orłowsky@pentagon.af.mil, or by phone at (703) 604-4928 or DSN 664-4928.


ARTHUR J. MYERS
Director of Services
DSC/Manpower, Personnel and Services

cc:
ALMAJCOM/A1
AFSVA/CC
AFSVA/SVOM